

**Mini Scanner – New Transfer**

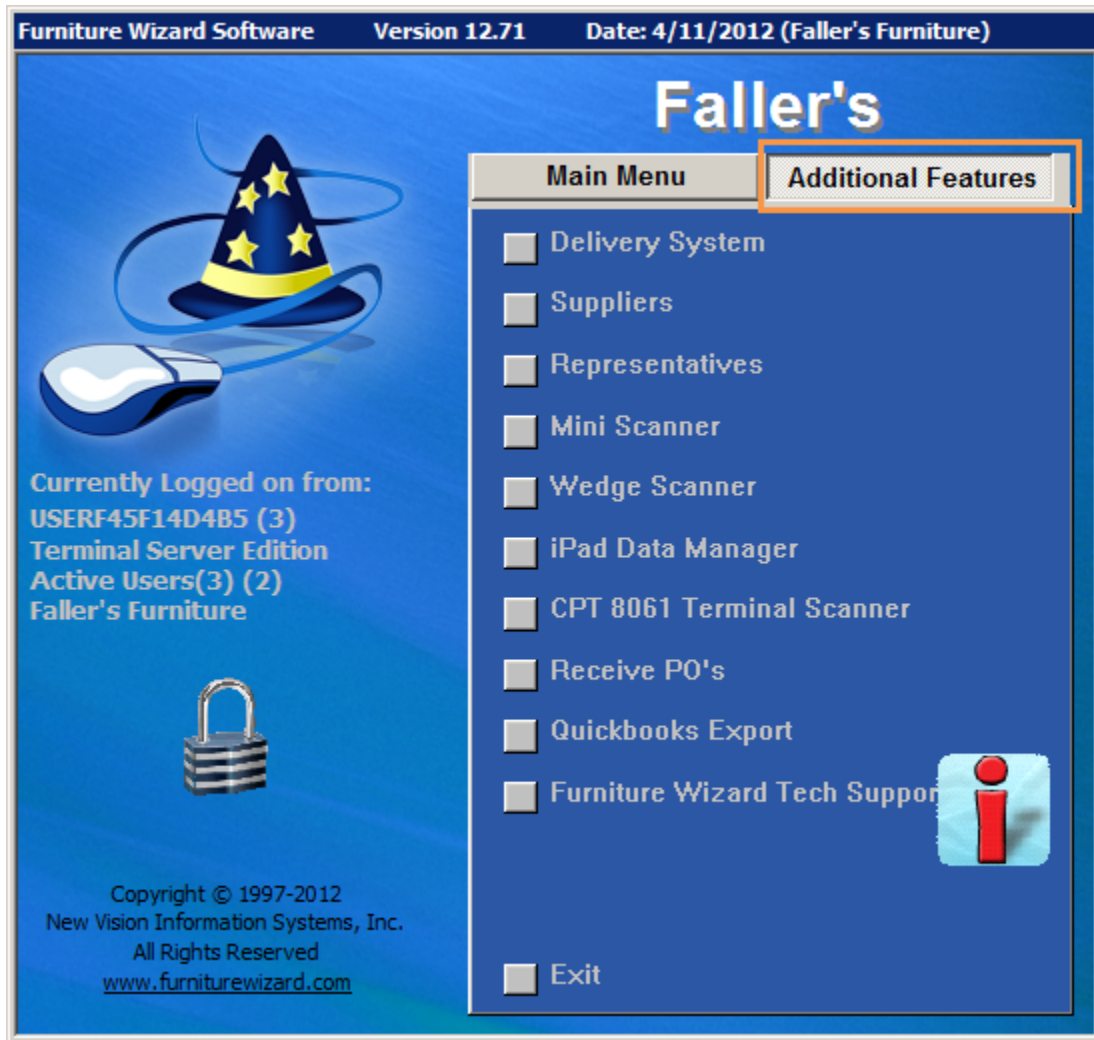
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To transfer items from one branch to another (such as a warehouse location to a showroom location), scan all items that need to be transferred first. Once all items needing to be transferred are scanned, connect the scanner to the computer and open Furniture Wizard. In Furniture Wizard click Additional Features.



Under Additional Features click Mini Scanner to open the Mini Scanner Import Program. To import the items for the transfer click the Import Button r use the keyboard shortcut ALT + I.

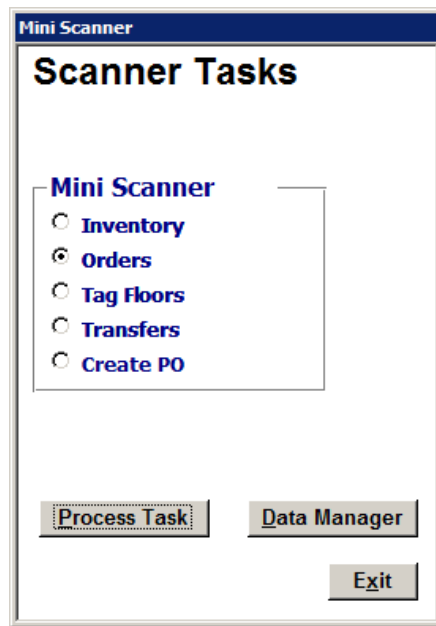


Furniture Wizard will then read the mini scanner for the items scanned to create the new transfer.



### Mini Scanner Dialog Box

After importing the scanned items the Mini Scanner Dialog Box appears, here Scanner Tasks may be selected.



## Transfers

From the Scanner Tasks Screen select the radio button next to Transfers and click the Process Task Button or use the keyboard shortcut ALT + P.

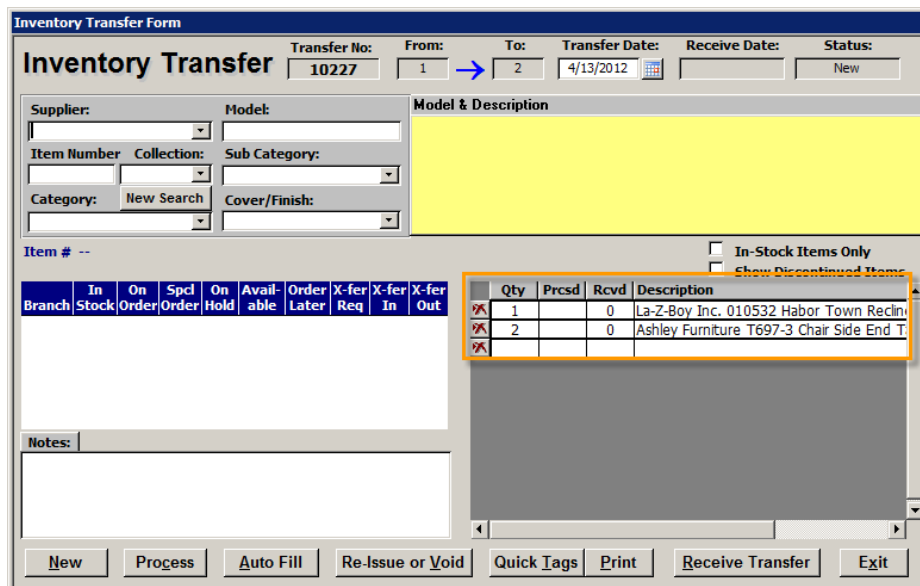


## Select Transfer Branches

Before the New Transfer Form opens the Select Transfer Branches dialog box appears; here, the two branches must be selected, (1) from what branch (2) to the branch the merchandise should appear in. After the two branches are selected click the OK Button and the Inventory Transfer Form opens.



After selecting the two branches the Inventory Transfer Form appears with the scanned items selected to be transferred. Form more information on transferring items, please see the New Transfer Document.



Qty	Prccd	Rcvd	Description
1		0	La-Z-Boy Inc. 010532 Habor Town Reclni
2		0	Ashley Furniture T697-3 Chair Side End T